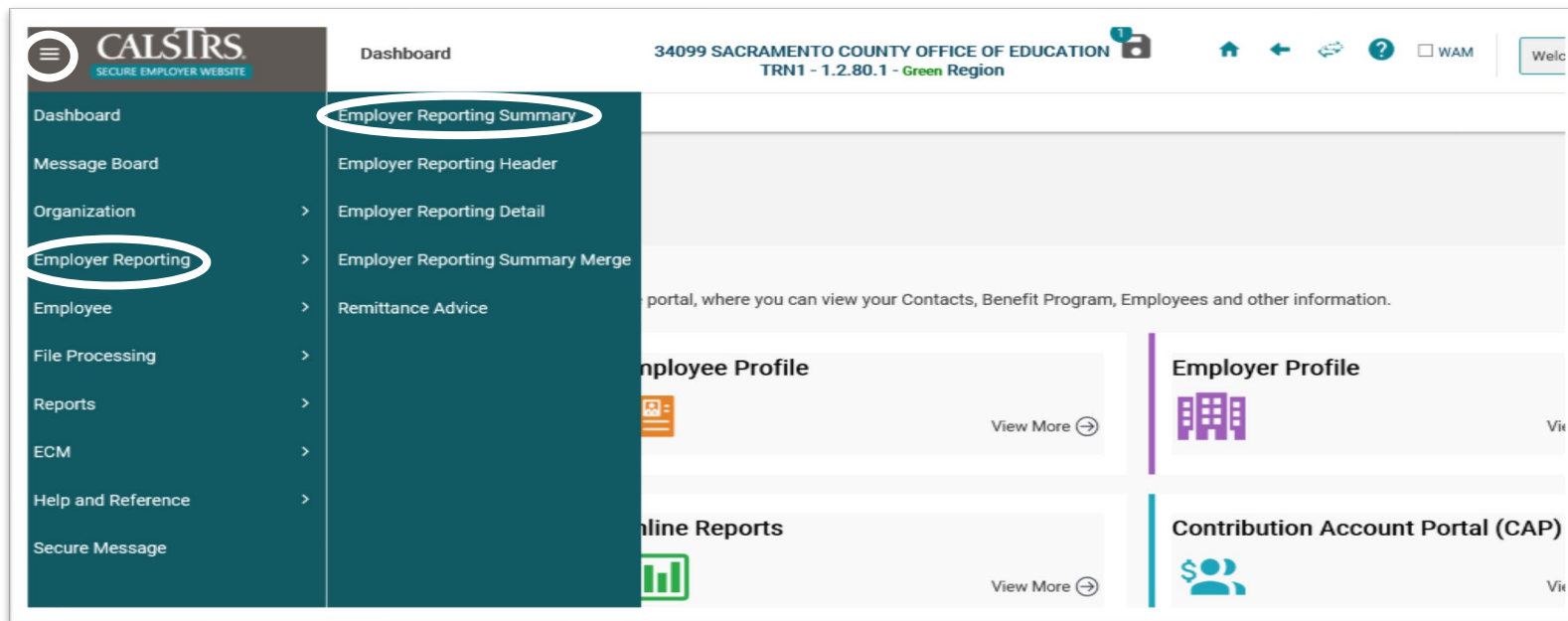# Submitting an Online Accounts Receivable Contribution Transaction

This is a step-by-step process for submitting an online Accounts Receivable Contribution Transaction in the new Secure Employer Website

Revised: October 7, 2019

Step 1:

From the **Global Navigation Menu**, hover over **Employer Reporting** and select **Employer Reporting Summary**.

Step 2:

The **Employer Payroll Summary Search** screen displays. Select **Contribution – AR File** from the **File Type**, as well as the applicable **Benefit Program** from the drop-down menu. Click the **New** button.

Step 3:

The **Employer Payroll Summary Maintenance** screen displays. To create the **Employer Payroll Summary,** select a Reporting Period from the drop-down menu and click **Save**.

Step 4:

On the **Employer Payroll Summary Maintenance** screen, scroll down to the **Employer Payroll Header** panel and click **New**.

Step 5:

The **Employer Payroll Header Maintenance** screen will display. Select an **Employer Organization** and **Benefit Structure** from the drop-down menus. Click **Save**.

Step 6:

New button options display at the top of the screen. Click **Reopen**.

Step 7:

On the **Employer Payroll Header Maintenance** screen scroll down to the **Employer Payroll Detail** panel. Click **New**.

Step 8:

The **Employer Payroll Detail Maintenance** screen appears. Scroll down to the **Employer Payroll Detail** panel and input the **Client ID**, **Pay Period Begin Date**, **Pay Period End Date** and select the applicable **Transaction Type** from the drop-down menu.

Step 9:

Certain fields in the **Employer Payroll Detail** panel will no longer show. Select the **Expected Pay Periods** from the drop-down menu.

Step 10:

Scroll down to the **Contributions** panel. Enter in the **Reported Amount** for the employee (EE) contributions. Click **Save and Validate**.

Step 11: If you are successful a message appears above the **Employer Payroll Summary** panel, "**All Changes Saved Successfully**."

Step 12: Click the blue hyperlinked **Payroll Summary ID**.

Step 13: The **Employer Payroll Summary Maintenance** screen will display.

Step 14: Click the "**Submit to CalSTRS**" button to submit the **Payroll Summary.**

Note: If you are a Report Unit, the text on the button will display as, "Submit to Source."